



# HARD DRIVE DESTRUCTION PROCESS

Secure Records Solutions delivers the nation's highest industry certification to all of our clients, adhering to the stringent security practices and procedures established by the National Association for Information Destruction (NAID). As part of our **NAID AAA certification**, it is our policy to provide clients with our written procedures describing the destruction process for hard drives prior to taking custody of the data.

**If you have any questions - please give us a call at 229.226.0414**



## STEP 1: HARD DRIVE RETRIEVAL

Our uniformed, trained driver arrives at the client location. Each hard drive's serial number is reviewed and logged, unless the client chooses to opt-out of serial number logging. If the client elects to opt-out, the opt-out form is attached to the work order, the hard drives are counted onsite, and the number of hard drives are recorded in the hard drive record log.



## STEP 2: SECURE TRANSPORT

The hard drives are placed in a secure container labeled by client number, and transported to our NAID AAA-certified destruction facility. During transportation and staging, all hard drives are kept completely secure.



## STEP 3: DESTRUCTION

Our trained staff destroys the hard drives in a secure location with our hydraulic shear. Our operator verifies the serial numbers against the hard drive record log, checking off the hard drives by serial number as they are destroyed. For clients selecting the opt-out option, our operator verifies the number of hard drives destroyed for that client matches the number of hard drives listed in the log.



## STEP 4: CLIENT NOTIFICATION

Clients receive a Certificate of Destruction with an itemized log of serial numbers, unless they chose to opt-out. Secure Records Solutions maintains a copy of the serial number logs and opt-out agreements for one year. Certified partners recycle the hard drive remains.

If you have any questions about this process, please feel free to contact our Client Operations team at [clientcare@securerecordssolutions.com](mailto:clientcare@securerecordssolutions.com) or 229.226.0414.

**WWW.SECURERECORDSSOLUTIONS.COM**